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30 JUN 1959

Chairman, Ad Hoc Committee on CS Support
Records [redacted]

Chief, Records Disposition Branch, Records Management
Staff, Management Staff

Proposed Uniform Filing and Disposition of CS Support Staff Records

1. Attached is a records control schedule proposing instructions for the uniform filing and disposition of CS Support Staff records. The recommendations in this schedule are based on a review of support records maintained by FE, PP, SR and WH. Described in the schedule are files most commonly found. Various tickler and other control type files unique to an individual's working habits are not included.

2. Within the Staffs reviewed there is considerable uniformity in respect to the types of records maintained, but less in their filing and disposition. This situation can be improved by adhering to instructions contained in the Records Control Schedule, and among the most significant of these are the following:

a. The file break or cut off. Staff personnel in general appear to be very conscious of the desirability of controlling records volume. To insure such control the breaking of files annually is recommended as a standard practice. Experience indicates that this method is more effective and less time consuming than reliance on periodic screening. The cut-off practice also expedites reference because it limits the number of papers that need be searched. A more detailed discussion of this technique can be found in Handbook for Subject Filing, [redacted]

b. The Agency Subject Filing System. The general, administrative type records maintained by Chiefs of Support Staffs and the Sections are filed in various subject arrangements. In order to standardize these filing practices, the schedule recommends use of the subject numeric filing system approved for the Agency in 1954. This system is operating in the majority of DD/S and DD/I offices, and new employees are instructed in the system by Clerical Training Staff/GFR. The system is explained in Handbook For Subject Filing, [redacted] copies of which are attached. The Records Management Staff is prepared to advise and to assist where possible in the installation of these subject files and in the training of file custodians.

3. The disposition instruction recommended in the schedule are based in general on those established in the DD/S Area. One basic assumption is that the offices of the DD/S are the offices of record for activities carried on by CS Support Staffs. This means that DD/S offices retain adequate documentation of policies,

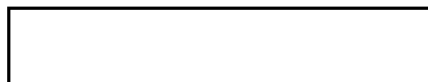
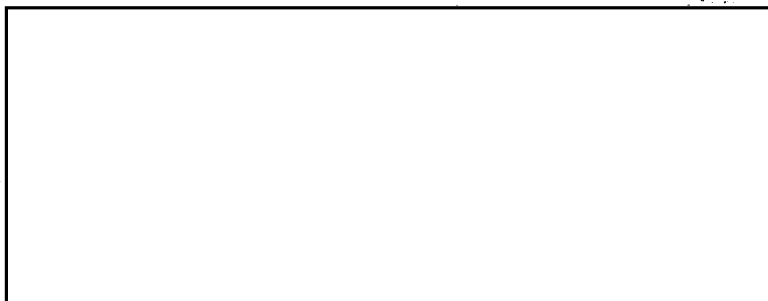
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procedures and essential transactions carried on by the Support Staffs in support of Area Division and Senior Staff activities. Another assumption is that registries or message centers operated by Support Staffs are not offices of record. Therefore, the records created and accumulated by CS Support Staffs have only a temporary administrative value. The validity of these assumptions will be tested as the Committee proceeds with its work.

4. The proposed schedule is submitted in fulfillment of assistance requested in paragraph 3 of the memo of 25 February 1959 establishing the Ad Hoc Committee on CS Support Records. The recommendations it contains should be helpful in developing standard filing systems and eventually a properly approved Records Control Schedule. The Records Management Staff is prepared to advise in these matters as required.

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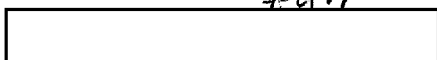


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